



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY- REANNOUNCEMENT

JOB TITLE: Administrator V
(Epidemiologist) **OPEN DATE:** 06/24/2022
CLOSE DATE: 07/08/2022

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130 **NUMBER:** 22-35
JOB CODE: A3000

SALARY

- Range 80 (\$56,433.60 - \$86,037.60 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master's degree in in Epidemiology, Biometry, Biostatistics, or Public Health.
- 48 months or more in the mental health or public health field, including...
- 24 months or more progressively responsible experience, in community health assessment and planning, surveillance, statistics, and conducting evaluative, scientific, and epidemiological studies.
- *Preference may be given to applicants that have experience in an administrative or supervisory capacity.*

KIND OF WORK

- Manages statistical, demographic, and surveillance data.
- Facilitates and develop a comprehensive epidemiological profile.
- Coordinates the Alabama Epidemiological Outcome Workgroup.
- Prepares data related analysis reports for federal, state, and local review or use.
- Prepares data related analysis for funding sources, or potential funding sources, as it relates to assessment needs, data capture, and health disparities.
- Participates in community substance use prevention outreach initiatives.
- Provides ongoing technical assistance to Office of Prevention, provider network, and Division of Mental Health and Substance Abuse Services.
- Assists the Prevention Director with reporting deliverables.
- Serves as the Office of Prevention Services liaison with other state partners regarding surveillance data.

- Participates in training workshops as outlined by fiscal agent and funding source.
- Coordinates and utilizes reporting tools based on federal guidelines.
- Coordinates and communicates data findings.
- Represents the MHSA Division in a positive manner.
- Facilitates SYNAR and reporting requirements.
- Assists with maintaining the integrity of all privileged materials by securely storing for privacy/confidentiality.
- Coordinates meeting agenda items and resource materials with the community stakeholders.
- Communicates with stakeholders to keep them informed of resources and data sources that are available as it relates to projects.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, techniques, and terminology used in conducting epidemiological studies.
- Knowledge of statistical and comparative analysis techniques and formulae.
- Knowledge of substance use prevention science.
- Knowledge of health communication methodology.
- Skills in designing and managing epidemiological data work plans.
- Skills in designing and using data collection instruments as survey forms and questionnaires.
- Skills in collecting, managing, and analyzing information from large data sets.
- Skills in planning, information dissemination, and conducting needs assessment studies.
- Ability to communicate effectively verbally and in writing.
- Ability to organize results of studies into written form for publication, presentation, or dissemination to a wide range of stakeholders.
- Ability to maintain accurate records and files.
- Ability to establish and maintain effective working relationships with colleagues, individuals and their families, high-level staff, stakeholders, service providers, agencies, organizations, other state level staff, committees, and the public.
- Ability to use a personal computer, MS Office Software, and the internet.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:
https://laserfiche.alabama.gov/Forms/ADMH-Job-Application](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.